

NEW JERSEY ARMY NATIONAL GUARD

POSITION VACANCY ANNOUNCEMENT: 62-16

This announcement must be posted on unit bulletin boards until the day following the closing date.

OPENING DATE: 12 April 2016

CLOSING DATE: 11 May 2016

FULL TIME MILITARY / EXTENDED ACTIVE DUTY POSITION VACANCY (TITLE: 10)

POSITION TITLE: Bilateral Affairs Officer (AOC: 01A00) **GRADE:** Minimum: O-3
Maximum: O-4

Unit of Assignment: US European Command, Office of Defense Cooperation, TIRANA, ALBANIA

TOUR DATES: On or about 1 DEC 2016-30 NOV 2018

AREA OF CONSIDERATION: Open to all current members of the New Jersey Army National Guard (TDG and AGR) in the grade of O3/O4. Captains must have completed the Captains Career Course to apply. This is funded as an ARMY billet.

DESCRIPTION OF DUTIES: Serves as Bilateral Affairs Officer at the US Office of Defense Cooperation (ODC) to Albania in support of the State Partnership Program. Assigned to assist in US peacetime activities with the Albanian Armed Forces. Responsible for the planning, scheduling, coordination, and execution of military-to-military (M2M), military-to-civilian, and civilian-to-civilian contacts between the US and Albania in support of the European Command Military-to-Military (EUCOM M2M) program. Develops and coordinates the State Partnership Program (SPP) between the Albania Armed Forces and the New Jersey National Guard. Assists the Albanian Armed Forces in developing and planning focus areas, objectives, and priorities based on US Embassy Country Team goals. Develops and updates the M2M, M2C and C2C/SPP section of the US ODC Work-Plan. Oversees the Humanitarian Assistance Program (HA/HMA/HCA). Assists in the development of the US Embassy Country Team Work-Plan. Supports US strategy of peacetime engagement and promotes US Embassy country goals. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS FOR ASSIGNMENT:

1. Must meet requirements as stated in the "Areas of Consideration".
2. Periodic Health Assessment (PHA) or date of physical must be within 12 months of closing date of this announcement with a medical readiness code of "1". Individual must be medically deployable.
3. Must not have any unfavorable actions of any kind and not be flagged.
4. Required Security Clearance: Must have a secret clearance.

Additional Restrictions: This is an accompanied or unaccompanied Permanent Change of Station, Title 10 One Time Occasional Tour (OTOT). This tour is 24 months and may be extended 6 months with NJ TAG waiver. Individuals who are not currently AGR will not be assessed into the ARNG Title 10 AGR program or the Title 32 NJNG AGR program.

This tour is authorized as an ACCOMPANIED tour. Potential candidates must possess excellent interpersonal and organizational skills, and cultural expertise to gain credibility and facilitate interaction with foreign, DoS and DoD officials. A strong candidate would possess the following: Master's Degree; completion of the Captains Career Course; ILE/ACSC preferred, at least 4 years of National Guard experience; at least 12 months of successful command of MTOE battery/company/ troop, and staff experience at BN/BDE or higher level. Must be medically deployable.

SPECIAL INFORMATION

1. Two-year accompanied US Army "Title 10" tour beginning on or about 1 DEC 2016.
2. Station Allowance IAW U7150 of the JFTR.
3. Shipment of household goods IAW with U5315 of the JFTR.
4. Diplomatic passport authorized.
5. Individual housing provided in country.
6. Awarded Diplomatic Status and Embassy Privileges.
7. Use of Embassy badges/privileges available.
8. Member, Ambassador's Country Team.
9. Individuals may be eligible for Joint Service awards.
10. High level/very visible assignment (works with US Ambassador, Embassy Country Team, Minister of Defense, Chief of the General Staff, MACOM Commanders, other Embassies, etc.)
11. Incumbent must plan to attend two (2) courses between selection and deployment: The DISAM Security Assistance Management Overseas Course; and the DISAM Security Cooperation Management State Partnership Course; both at the Defense Institute for Security Assistance Management (DISAM).
12. This position is not a "Title 32" AGR position and does not entitle incumbent a T32 position or ADOS billet upon conclusion of this T10 tour.
13. Country status: Tax exclusion zone, hardship duty allowance. Country status may change at any time and incumbent will be notified by US Embassy.
14. Incumbent is not on flying status for the duration of tour.

VACANCY ANNOUNCEMENT APPLICATION INSTRUCTIONS

The documents listed **WILL** be submitted 'AS A MINIMUM'. If any of the required documents are not reasonably available to the potential candidate, the candidate will submit a brief letter citing the documents missing with a short explanation to certify the Soldier as eligible. **Failure to do so may result in finding of ineligibility and may cause the applicant to lose consideration for this position.**

1. Cover letter.
2. Biographical sketch and/or resume.
3. Completed NGB Form 34-1, Application for Active Guard/Reserve (AGR). APPLICATION MUST BE SIGNED. Obtain application form by logging onto <http://www.state.nj.us/military/hro> and going to Resources/NG Forms. Then click on 34-1 in Adobe format.
4. Individual Medical Readiness Record (MEDPROS printout from Unit, not AKO medical readiness).
5. Board copy of Certified Officer Record Brief (ORB).
6. Last five Officer Evaluation Reports (OER's).
7. Copy of DA 1059 for highest military education level.
8. All DD Form 214's, DD 220's and DD215's.
9. DA Form 705 (APFT) within last six months (ensure height/weight are annotated). Profiles must be attached, if applicable.
10. DA 5500-R or DA 5501-R (Body Fat Content Worksheet, if applicable).
11. NGB23B RPAM Statement: ARNG current Annual Retirement Points Accounting Statement
12. Current DA Photo (color). Deployed Soldiers may forego this requirement.

Mail To: Joint Force Headquarters – NJ Army National Guard

ATTN: HRO-AGR

3650 Saylors Pond Road

Joint Base McGuire-Dix-Lakehurst, NJ 08640

***** Must arrive NLT Close of Business on the Closing Date *****

Applications received after the close of business on the closing date will not be considered.

EXCEPTION TO POLICY:

Deployed military members may submit their application w/enclosed Title 10 orders by e-mail or fax to the following:

FAX # 609-562-0845, ATTN: J1-HRO-AGR

E-mail: ng.nj.njarng.mbx.nj-job-submission@mail.mil

Please annotate in the subject line: J1-HRO-AGR, Announcement Number # and Last Name

APPLICATION RECEIPT: All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications.

Selecting Official: COL Kevin Hegarty, J3, NJNG

The New Jersey National Guard is an equal opportunity employer: Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age or gender.

POINT OF CONTACT: LTC Carmen Tucker, State Partnership Program Director, at 609-530-7080 or carmen.m.tucker.mil@mail.mil.